

Form 4



MARTHA COAKLEY
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS OFFICE OF THE ATTORNEY GENERAL

MUNICIPAL LAW UNIT
1350 MAIN STREET, 4TH FLOOR
SPRINGFIELD, MASSACHUSETTS 01103-1629

Town: _____

Date Town Meeting Convened: _____

Form 4 – Town Meeting Certification

Complete and sign the following.

1. Quorum

Indicate number. Please write "0" if the town has no quorum requirement.

A quorum was present at the town meeting, including any adjourned sessions thereof.

According to our town charter or by-law, our quorum requirement for town meeting is
_____ registered voters.

2. Service of the Warrant

Please check one.

The service of the town meeting warrant was in accordance with:

_____ town by-law

_____ a previous vote of the town

_____ a procedure accepted by the Attorney General

and any adjournments of the Town Meeting were made in accordance with the town by-law or vote of Town Meeting.

3. Attachments

Before submission, ensure that you have attached both of the following:

- A copy of the **complete Town Meeting warrant**, as it was when posted, including the opening of the warrant, all articles, the closing, and the officer's return of service
- A copy of the **text referred to**, but not set forth in the warrant articles
Sometimes a warrant article will not contain the **actual text** of a proposed amendment to the town by-laws, but rather will refer to text set forth or located elsewhere, such as in the town clerk's office or the office of the planning board. Here it will be necessary for you to send us a **copy of the text referred to, or a copy of what is on file and available for inspection**. Otherwise, we will not know what the article proposes.

Certification

I certify the above declaration to be true and correct to the best of my knowledge.

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Signature of Town Clerk

PRINT name

Date signed